

MEETING OF THE  
BOARD OF LIBRARY TRUSTEES  
JANUARY 8, 2019  
MINUTES

Location: Robbins Library Conference Room

**Call to Order**

Chair Amy Hampe called the meeting to order at 7:20 pm, and in attendance were trustees Heather Calvin, Adam Delmolino, Jonathan Gates, and Kathy Fennelly. Currently there is a vacancy on the board. Also in attendance were Andrea Nicolay, library director, and Anna Litten, assistant library director. Trustee Joyce Radochia was not in attendance.

**Community Time**

There were no members of the public present.

**Approval of December 11th Meeting Minutes (vote)**

The Board reviewed the minutes of the Dec. 11 meeting. Mr. Delmolino moved to approve the minutes as amended. The Board approved the minutes as amended. Ms. Fennelly abstained.

**Capital Planning Committee Vote Redux**

Ms. Nicolay updated the Board on the recommendations of Capital Planning Committee. CPC members have reported back to Ms. Nicolay that, while there is still strong support for the ROL plan and the ROL request remains as part of the town's five year plan, the CPC recommends shifting the project in the plan. The CPC recommends that Town Meeting approve the construction in FY 23-24. Ms. Nicolay hopes to present to the CPC again with subprojects of the ROL such as a renovated circulation desk. Ms. Nicolay looks forward to using this time to build momentum and support for the ROL. The Foundation will continue to raise funds ahead of the CPC vote.

**FY20 Budget Update & FinCom Preparation**

Finance Committee representatives will attend the Board meeting for their annual visit at the February Board meeting. Ms. Nicolay discussed the presentation the Board will be making to the Fincom reps.

**Mid-year Report of Trust Fund Liaison**

The Board discussed the Trust Fund report.

**Trustee Vacancy Update & Term Renewals**

The Board discussed Terms and renewals for Board members. Ms. Nicolay that she met with Town Manager Adam Chapdelaine to interview two Board candidates and that she anticipates offering the Board position to a candidate shortly.

**Fox Shop Space RFP Update**

The RFP for the Fox Shop Space was posted on Dec. 26 and Ms. Nicolay looks forward to reviewing proposal with the committee.

**Library Annual Report**

Ms. Nicolay will send a draft of the Library Annual Report to members of the Board.

**Director's Report:**

The Board reviewed the Director's Report. The Board discussed the library's role in the town's Homelessness Task Force.

**Foundation Liaison Update**

Ms. Nicolay reported that the Foundation collected many year-end donations.

**Friends Liaison Updates**

Ms. Nicolay reported on the Friends of Robbins meeting. The Friends of Robbins will move forward with the proposal to eliminate DVD fees in FY20. The Friends of Robbins are eager to support the elimination of fees at the library. The Friends of Fox did not meet in December and instead addressed the RFP.

**Communications and Announcements**

Board members shared the Arlington Public Art announcement about Fox murals. The Board thanked APA and Cecily Miller for the Fox mural project and the publicity.

**Unanticipated Items**

The Board asked Ms. Nicolay to clarify issues around the budget request of eliminating fines. Ms. Nicolay will follow up on this budget request with Town Manager Adam Chapdelaine.

**Date of Next Meeting:** February 12, 2019

**Adjournment (vote needed)**

Ms. Fennelly moved to adjourn. Adjournment was approved. Meeting adjourned at 8:46 p.m.

**Materials Distributed:**

- January 8 , 2019 Meeting Agenda
- December 11, 2018 Meeting Minutes
- Draft Library Capital Summary
- Finance Committee --Presentation Outline
- Trust Fund Mid-Year Report with YOY Change
- Library Board--Original Appointment and Current Term End
- December 2018 Director Report with Monthly Snapshot